



PATRICK AIR FORCE BASE MILITARY EVENT REQUEST

Building 1391, Marina Road, Patrick AFB, FL 32925

Office: (321) 494-7478/7477 **Emergency Cell:** (321) 505-4057 **Fax:** (321) 494-1357

Hours of Operations: Mon - Fri 0730 to 1630



*****TO REQUEST HONOR GUARD PARTICIPATION, THE FOLLOWING MUST BE ACCOMPLISHED*****

- ☐ Please provide at minimum a two week or more notice, if possible.
- ☐ Please contact the Patrick AFB Public Affairs Office at (321) 494-5933 for event participation approval, if event will be held off base.
- ☐ Call our office at (321) 494-7477/7478 to verify/confirm receipt of the request. **Submission of this form is an official request for Honor Guard participation; however, you must receive verbal confirmation from a Patrick AFB Honor Guard representative. Please note that Military Funeral Honors will take priority and a backup plan is suggested.**
- ☐ **For emergencies or after-hour requests only**, please call the Patrick AFB Emergency cell phone at (321) 505-4057.

Event Coordinator or Requestor Information	Event Coordinator or Requestor's Name							
	Organization's Name							
	Address							
	Phone Number							
	Alternate Phone Number							
Type of Service Requested	Name of Event/Ceremony							
	Name and Rank of Retiree							
	Service Requested (<i>circle one</i>)		<i>Outdoor Colors / Indoor Colors / Sabers / POW/MIA</i>					
			Outdoor Colors (<i>4 Person</i>) US Flag AF Flag Two Rifle Guards Indoor Colors (<i>4 Person</i>) US Flag AF Flag Two Rifle Guards					
			Retirement Ceremony (<i>2 Person</i>) Fold/Presentation & Pre-Posted Flags Retirement Ceremony (<i>4 Person</i>) Fold/Presentation & Posting of Colors					
Date/Time/Location of Event	Date and Time of Event		Day		Date		Time	
	Location of Event							
	Complete Address							
	Telephone Number							
	Function Description							
	Additional Comments/ Requests							

*******MILITARY FUNERAL HONORS WILL TAKE PRIORITY*******

Thank You Cards/Letters: If you would like to send a thank you card or letter to the Honor Guard, please mail to:

1201 Edward H. White II Street
Patrick AFB, FL 32925

Administrative Use Only

Verification: Requestor/POC (Name, Date, Time) _____

Processing: Calendar Invite (Date) _____ Printed Packet (Initial) _____

Logging Data: Funeral Report (Date) _____ Completed By: _____